UNIVERSITY OF DELAWARE  
Community Engagement Initiative

Position: Administrative Assistant

Location: 182 Graham Hall Main Campus, Newark DE and Remote  
Pay: $18-24 per hour. This is a part-time, non-benefited position (20-30 hours per week).

Context of the Job:  
Under the general direction of the Director and Deputy Director of Community Engagement Initiative, the Administrative Assistant will provide clerical and administrative support for the Community Engagement Initiative. Candidates must have excellent communication, organizational, and computer skills.

They must also be willing to take initiative and be proactive in sustaining key office operations, as well as taking a detail-oriented approach to their work.

Major Responsibilities:

Assist the Director and Deputy Director of the Community Engagement Initiative with administration, communication, vendor coordination, data entry, and reporting. Specific duties include (but are not limited to):

• Act as point-of-contact for incoming communication and outgoing responses via phone, email, etc.
• Assist with other administrative, communication, and data/reporting functions, as assigned
• Maintain electronic files and records
• Compiles, summarizes, and presents administrative and programmatic issues to supervisor
• Assists with processing financial transactions, and procurement card reconciliation as needed.
• Serves as the principal liaison with external vendors, speakers, and performers.
Reviews invoices and initiates webforms, including purchase orders and vendor payments.
• Performs other duties as assigned.

Qualifications:
• Must have experience in office administration, project/event coordination, or related field
• Ability to use effective communication and interpersonal skills to provide exceptional customer service in a diverse community
• Working knowledge and experience with databases for data collection, tracking, and reporting
• Must be detail-oriented, organized, and able to manage multiple tasks and objectives
• Strong organizational skills, with the ability to make decisions and use sound judgment
• Ability to be flexible and manage time to meet job requirements
• Demonstrated ability to work effectively as part of a team
• Proficiency with Microsoft Office (Outlook, Excel, Word and PowerPoint)) and Google Applications (Calendar, Docs, Forms, Sheets, Slides)

To Apply:
• Please send an application via e-mail to: overbyl@udel.edu
• Subject line should read: “Community Engagement Initiative”
• Please include the following in your application:
  o Cover letter
  o Resume
  o Contact information for two references
• This position will remain open until filled